

## **Section 4. Standing Committees.<sup>1</sup> [STM Art. 7, 4/25/2022]**

### **4.1. Finance Committee.**

#### **4.1.1. Establishment.**

There shall be a finance committee having the responsibilities and organized in the manner described below.

#### **4.1.2. Composition; Term of Office.**

The finance committee shall consist of fifteen voters, who shall hold no other town office. The members shall be appointed for terms of three years each, so arranged that the terms of office of five members shall expire each year.

#### **4.1.3. Appointment of Members.**

The members of the finance committee shall be appointed by an appointing committee consisting of the moderator, the chairman of the select board and the chairman of the finance committee.

#### **4.1.4. Time for Appointments.**

Appointments to the finance committee shall be made within thirty days following the dissolution of the spring town meeting.

#### **4.1.5. Duties.**

The finance committee shall each year receive and review the proposed budget submitted by the town manager. The finance committee shall conduct one or more public hearings and thereafter shall file its recommended budget with the office of the town clerk for distribution to town meeting members and subsequent town meeting action.

The finance committee shall, in addition, prepare a written report, stating the committee's recommendations and its reasons therefor, pertaining to all warrant articles which involve the expenditure of town funds. It may also, at its discretion, report on any article in the warrant.

Copies of such committee reports shall be mailed or electronically distributed to the town moderator, to each town meeting member, to each member of the select board, to each member of the school committee and to the heads of all town departments. Written authorization must be provided to the town Clerk in order to receive electronic distribution of materials.

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1. Art 5 Spring Town Meeting 2012.

4.1.6. **Filling of Vacancies.**

Whenever a vacancy occurs on the committee, it shall be filled in the manner set forth in Section 4.1.3 above.<sup>2</sup>

4.2. **Personnel Board.**

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4.2.1. **Establishment.**

There shall be a personnel board having the responsibilities and organized in the manner described below.

4.2.2. **Composition; Term of Office.**

The personnel board shall consist of seven voters, who shall hold no other town office. The members shall be appointed for terms of three years each, so arranged that the terms of office of no more than three and no fewer than two members shall expire each year.

4.2.3. **Appointment of Members.**

The members of the personnel board shall be appointed by an appointing committee consisting of the moderator, the chairman of the select board and the chairman of the school committee.

4.2.4. **Time for Appointments.**

Appointments to the personnel board shall be made within thirty days following the dissolution of the spring town meeting.

4.2.5. **Duties.**

The personnel board shall conduct research on area wage and working conditions and shall serve in an advisory capacity to town agencies and the town manager.

The board shall also assist in the coordination of collective bargaining activities with all organized groups, excepting the professional school staff.

Not later than March first of each year, the town manager shall submit a proposed compensation plan and personnel policy guide to the personnel board. The board shall hold a public hearing on the proposed compensation plan and personnel policy guide and thereafter forward in writing to the town manager its recommendations regarding the proposed plan and policy guide.

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2. Art 26 of the 1992 Spring Town Meeting changed the method of filling vacancies.

3. Art 5 Spring Town Meeting 2012.

When placing his final compensation plan and personnel policy guide before the town meeting, the town manager shall attach thereto all recommendations of the personnel board not adopted by him.

The personnel board shall, in addition, prepare a written report, stating the board's recommendations and reasons therefor, on all warrant articles involving personnel matters, except for new positions in various town agencies.

Copies of such committee reports shall be mailed or electronically distributed to the town moderator, to each town meeting member, to each member of the select board, to each member of the school committee and to the heads of all town departments. Written authorization must be provided to the town Clerk in order to receive electronic distribution of materials.

4.2.6. **Filling of Vacancies.**

Whenever a vacancy occurs on the board, it shall be filled in the manner set forth in Section 4.2.3 above.

4.3. **Committee on Government Regulations.**

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4.3.1. **Establishment.**

There shall be a committee on government regulations, as provided in Article 8, Section 8-5(h) of the charter.

4.3.2. **Composition; Term of Office.**

The committee on government regulations shall consist of eight town meeting members, one to be appointed from each precinct by the moderator for terms of three years, so arranged that as nearly an equal number of terms as possible shall expire each year.

4.3.3. **Duties.**

The committee on government regulations shall review all warrant articles which would, if adopted, effect or require changes in these bylaws. The committee shall also be responsible for the decennial review of the bylaws and for the review of proposed changes in the charter.

The committee shall prepare a written report stating the committee's recommendations for favorable or unfavorable action and the reasons therefor, pertaining to any warrant articles which would, if adopted, effect changes in the bylaws or the charter.

Copies of such committee reports shall be mailed or electronically distributed to the town moderator, to each town meeting member, to each member of the select board, to each member of the school committee and to the heads of all town departments. Written authorization must be provided to the town Clerk in order to receive electronic distribution of materials.

4.3.4. **Filling of Vacancies.**

Whenever a vacancy occurs on the committee, the moderator shall fill the vacancy for the unexpired term.

4.4. **Committee on Rules.**

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4.4.1. **Establishment.**

There shall be a committee on rules as provided in Article 8, Section 85(h) of the charter.

4.4.2. **Composition; Term of Office.**

The committee on rules shall consist of eight members, one to be elected by and from the town meeting members from each precinct. The terms of office of members of the committee on rules shall be for three years, so arranged that as nearly an equal number of terms as possible shall expire each year.

4.4.3. **Duties.**

The committee on rules shall provide a continuing oversight of the business, conduct and procedures of the town meeting.

The committee on rules shall at least annually prepare a written report stating the committee's recommendations and its reasons therefor, pertaining to the business, conduct and procedures of the town meeting.

Copies of such committee reports shall be mailed or electronically distributed to the town moderator, to each town meeting member, to each member of the select board, to each member of the school committee and to the heads of all town departments. Written authorization must be provided to the town Clerk in order to receive electronic distribution of materials.

The committee on rules shall present to the fall town meeting, and to such other town meetings as it deems appropriate, the name of each town meeting member, who was notified in writing by the town clerk as provided in Chapter 5, Section 3 of the code of bylaws and whom the committee on rules has decided should be considered for forfeiture of office, whose seat may be

declared vacant by a vote of the town meeting.

The town clerk shall provide to the committee on rules prior to each spring town meeting the names of all town meeting committees which have been established by a vote of town meeting as provided in Chapter 2, Section 5 of these bylaws. The committee on rules shall present to the town meeting the name of each town meeting committee that should be discharged of its duties by vote of the town meeting.<sup>6</sup>

**4.4.4. Filling of Vacancies.**

Whenever a vacancy occurs on the committee, the remaining town meeting members from the precinct where the vacancy exists shall meet in a precinct caucus and select a person from among themselves to fill the vacancy for the unexpired term. The caucus of the pertinent precinct town meeting members shall be held at a time and place designated by the town clerk.

**4.5. Capital Planning Committee.**

**4.5.1. Establishment.**

There shall be a capital planning committee as provided in Article 6, Section 6-7 of the charter.

**4.5.2. Composition; Appointment.**

The capital planning committee shall consist of seven voters, who may hold other town offices. The members shall consist of the following: three members appointed by the select board; one member appointed by the planning board from among its members; one member appointed by the school committee; and two members appointed by the finance committee, at least one of whom shall be from among its members.

**4.5.3. Term of Office.**

The four members of the capital planning committee appointed by the planning board, school committee and the finance committee shall serve at the pleasure of the respective board or committee appointing them. The three members appointed by the select board shall serve three-year terms, so arranged that one shall expire each year.

**4.5.4. Duties.**

The capital planning committee shall each year assist the town manager in the preparation of materials for and the development of a capital improvement program as provided in Article 6, Section 6-7 of the charter. The committee shall also review the capital improvement program prepared by the town

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6. Art 18 of the 1985 Fall Town Meeting added the last paragraph to sub-section 4.4.3.

manager and shall report its recommendations to the select board and to the finance committee. The town manager's capital improvement program and the capital planning committee's recommendations shall become an integral part of the finance committee's budget report. The committee shall make recommendations to the town meeting regarding the capital program and all articles involving capital expenditures.

**4.5.5. Filling of Vacancies.**

Whenever a vacancy occurs on the committee, the body which appoints the member whose position is vacant shall fill the vacancy within thirty days.

**4.6. Human Services Committee.**

**4.6.1. Establishment.**

There shall be a human services committee, as permitted by Article 2, Section 2-11 of the charter.

**4.6.2. Composition; Appointment.**

The human services committee shall consist of seven voters, who may hold other town offices. The committee shall consist of two public members appointed by the select board and one other member each from each of the following bodies respectively: the select board, the board of health, the council on aging, the school committee or its designee, and the finance committee.

**4.6.3. Term of Office.**

The two public members shall serve terms of three years each, so arranged that they shall not expire in the same year. The other members shall serve at the pleasure of the body that appoints them.

**4.6.4. Duties.**

The human services committee shall receive and review all proposals for human services programs which originate outside the town offices and shall make recommendations concerning such proposals to the town meeting.

The committee shall recommend to the town manager as to the town agency which should provide day to day supervision of such programs and at appropriate intervals, review and evaluate ongoing programs for effectiveness and continued need for support.

The committee shall be consulted on such human services proposals as in the judgment of members of other town agencies or the town manager are deemed appropriate for review by the committee.

Staff services shall be provided by the departments represented on the

committee.

4.6.5. **Filling of Vacancies.**

Whenever a vacancy occurs on the committee, the body which appointed the member whose position is vacant shall fill the vacancy within thirty days.

4.7. **Committee for Equal Opportunity.**

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4.7.1. **Establishment.**

There shall be a committee for equal opportunity as permitted by Article 2, Section 2-11 of the charter and by Chapter 2, Section 5 of the code of bylaws.

4.7.2. **Composition; Term of Office.**

The committee for equal opportunity shall consist of fifteen residents, who may hold other town offices. The members shall be appointed for terms of three years each, so arranged that the terms of office of five members shall expire each year and that the members appointed by each of the three appointing bodies or officer shall be as evenly staggered as possible.

4.7.3. **Appointment of Members.**

The members of the committee for equal opportunity shall be appointed in the following manner and shall include, insofar as reasonably possible, persons broadly representative of the town's inhabitants in terms of race, sex, religion, national origin, age and special need. The select board shall appoint one from among its members and four other residents who are involved, directly or indirectly, in the providing of municipal services to the town. The school committee shall appoint one from among its members and four other residents who are involved, directly or indirectly, in the providing of educational services to the town. The moderator shall appoint five additional residents.

4.7.4. **Time for Appointments.**

Appointments to the committee for equal opportunity shall be made as soon as possible after the establishment of the committee and, in subsequent years, shall be made within thirty days following the dissolution of the spring town meeting.

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7. Under the terms established for the duration of this committee, it ceased to exist at the end of the 1985 Spring Town Meeting.

**4.7.5. Duties.**

The committee for equal opportunity shall evaluate the need for, shall develop and shall assist the various town officers, town agencies, organized civic groups and the residents of the town in initiating policies and programs to assure equal opportunity for all citizens of the town regardless of race, sex, religion, national origin, age and special need. The committee shall also monitor the implementation and administration of such policies and programs and evaluate their effectiveness. The committee shall report its findings and recommendations to town officers, town agencies and others as it deems appropriate and shall at least annually make a written report to the school committee, select board and moderator, which report shall be included in the annual town reports. Town officers and agencies shall assist the committee for equal opportunity in performing these responsibilities.

**4.7.6. Filling of Vacancies.**

Whenever a vacancy occurs on the committee, it shall be filled by the appointing board or officer who originally appointed the member whose seat has become vacant.

**4.7.7. Duration.**

The committee for equal opportunity shall remain in existence through the end of the 1985 spring town meeting unless further extended by a vote of the town meeting amending this section.

**4.8. Retiree Health Insurance Advisory Committee.****4.8.1. Establishment.**

The town shall have a permanent retiree health insurance advisory committee ("RHIAC") having the duties and organized in the manner described below.

**4.8.2. Duties.**

The RHIAC shall have the following duties and responsibilities as may be further specified in this bylaw:

- a. Ongoing communication with town retirees, informing them of proposed legislative changes in health insurance at both the state and the municipal level; proposed changes to carriers, plan designs, or contribution percentages for town plans; and programs that can mitigate or reduce the cost of retiree insurance.
- b. Ongoing communication with municipal officials including the town manager, the select board, the school committee, the finance committee, the personnel board, the public employee committee (PEC), the insurance



advisory committee (IAC) the moderator and town meeting informing them of: potential opportunities to improve municipal insurance; and potential opportunities, based on best practices in other communities, of managing OPEB liabilities without unduly burdening employees or retirees.

- c. Ongoing communication with the town's professional health insurance advisors, including actuaries and consultants, to understand: the town's health insurance options, OPEB liabilities and future approaches for funding OPEB.

#### 4.8.3. **Composition; Appointment and Term of Office.**

The RHIAC shall consist of eleven (11) voting members, including one (1) sitting member appointed by each of the following: select board, school committee, finance committee and personnel board; one (1) active nonschool department employee, appointed by the select board; one (1) active employee school department employee, appointed by the school committee; two (2) retired school department employees, appointed by the town moderator; one (1) retired nonschool department employee, appointed by the town moderator; two (2) citizens, appointed by the town moderator. The committee shall also include two (2) nonvoting (ex-officio) members: the town treasurer and the town comptroller. The members of the RHIAC may hold other town offices. Appointments to the RHIAC shall be made after approval of this Section 4.8 by the attorney general.

RHIAC members representing the select board, school committee, finance committee and personnel board shall serve at the discretion of each appointing entity and the ex-officio members shall serve as long as they maintain their current position with the town. The remaining seven (7) RHIAC members (employees, retirees and citizens) shall serve three (3) year terms. To ensure that all RHIAC do not turn over at the same time, one (1) citizen will initially be appointed to a one (1) year term and one (1) citizen will initially be appointed to a three (3) year term; further, one (1) active nonschool department employee will be appointed to a three (3) year term and one (1) active school department employee will be appointed to a two (2) year term; and further, one (1) retired nonschool department employee will be appointed to a three (3) year term and one (1) retired school department employee will be appointed to a two (2) year term and one (1) retired school department employee will be appointed to a one (1) year term.

#### 4.8.4. **Filling of Vacancies.**

Whenever a vacancy occurs on the RHIAC, it shall be filled by the appointing board or officer who originally appointed the member whose seat has become vacant. The newly appointed member will complete the term of the member who they are replacing.